City of Dalton, Georgia Comprehensive IT Policy

It is the policy of the City of Dalton to regulate the department's computers and related technology and the manner in which they are used. Each department head has the discretion to allow or disallow certain activities IF it is within the overall sceme of Centralized IT. This policy is to assign and maintain the security of the overall network.

Procedure
Use of computers

-   Only the employees of the City of Dalton and other designated persons are authorized to use or access the department's computers.
-   Employees will only use computer software and related equipment in the direct performance of their assigned duties unless authorized by their department head.
-   Employees needing assistance with computer related problems should contact the IT Department either by phone, email or submit a computer work order for all hardware or software problems and installations.
-   Use of Company computers, networks, and Internet access is a privilege granted by the administration and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

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-   Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate City purposes;
-   Engaging in private or personal business activities, including instant messaging and chat rooms or listening to the radio
-   Misrepresenting oneself or the City;
-   Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
-   Engaging in unlawful or malicious activities;
-   Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Company's networks or systems or those of any other individual or entity;
-   Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
-   Sending, receiving, or accessing pornographic materials;
-   Becoming involved in partisan politics;
-   Causing congestion, disruption, disablement, alteration, or impairment of the City networks or systems;
-   Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
-   Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
-   Using recreational games; and/or
-   Defeating or attempting to defeat security restrictions on company systems and

applications.

Use of software

- No downloaded application software is to be installed on any City equipment by anyone except the IT department. Downloaded software may create conflicts with existing software and result in a partial or complete PC failure.
- Request for new software will be made through the IT office.
- No unapproved software shall be brought into the department and installed onto the department's computers.
- No software from the department shall be copied for personal use.
- No employees shall use the department's computer to develop software to be used outside the department.
- Any software developed on the department's time is the property of the City of Dalton.
- All software must be installed or uninstalled by the IT department employee9s) and will be subject to review at anytime.

Use of electronic mail

- Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate.
- Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the City's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.
- All e-mail and messages are the property of the City of Dalton and may be retrieved and are subject to review.

Use of the internet

- Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate.
- Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the City's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.
- Employees should understand that sites visited, number of times visited, and total time connected to each site are maintained and are subject to review.

Ownership and Access of Electronic Mail, Internet Access, and Computer Files

- The City owns the rights to all data and files in any computer, network, or other information system used in the City.
- The City also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content.

- Employees must be aware that the electronic mail messages sent and received using City equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by City officials at all times.
- The City has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws.
- No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or thier department head.

Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of City policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others. Employees found to have engaged in such activities will be subject to disciplinary action.

Electronic Mail Tampering

- Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

Security

- Employees of the City of Dalton that need to access the department's computers have an individual password that allows them to access the system.
- An employee may not share or offer the use of his or her password so that anyone else

may gain access to the system.
  - Unauthorized use of another employee's password is prohibited.
  - No internet connection shall be installed in City facilities unless first reported and approved by the IT Department.
  - All technology projects that involve internet/intranet usage shall first be reported and approved by the IT Department.

Inappropriate Use of Resources

  - Any types of hacking, exploration, invasions of privacy, trespassing or other network compromises are prohibited. Excessive utilization of computer resources is prohibited. No one may deliberately attempt to degrade performance of a computer system on the Internet or to deprive authorized personnel of resources or access to any computer system. Deliberate, unauthorized excessive use of these services will be construed as an attempt to deprive others of resources.

Policy Statement for Internet/Intranet Browser(s)

  - The Internet is to be used to further the City's mission, to provide effective service of the highest quality to the City's customers and staff, and to support other direct job-related purposes.
  - Department Heads have the discretion to work with employees to determine the appropriateness of using the Internet for professional or personal activities.
  - The various modes of Internet/Intranet access are City resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications.
  - Employees are individually liable for any and all damages incurred as a result of violating City security policy, copyright, and licensing agreements.
  - All City policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, City information dissemination, standards of conduct, misuse of City resources, anti-harassment, and information and data security.
  - Employees should not bring personal computers to the workplace or connect them to City electronic systems unless expressly permitted to do so by the City.
  - Violation of this policy, or failure to permit an inspection of any device covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment. In addition, the employee may face both civil and criminal liability from the City or

from individuals whose rights are harmed by the violation.

Virus Protection

   - The Internet represents a potentially destructive source for computer viruses; therefore, great care must be taken regarding any files that are downloaded. All Users with Internet access must have current anti-virus software running at all times. Any downloaded files (word processing documents, spreadsheets/charts, etc.) must be scanned with current antiviral software before execution or first use.